

University of Wisconsin-Parkside

Library Services for Faculty and Staff

Collection Development

The responsibility for the selection of Library materials is shared jointly by librarians and faculty. Each department is assigned a librarian who acts as liaison to coordinate acquisitions for that department. The liaison is available to help identify materials in various formats for possible purchase. A list of liaisons and their departments is located under the Staff link under Library Services & Information on the Library's home page:

(<http://www.uwp.edu/departments/library/services/staff/liaison.htm>)

Books and audiovisual materials can be requested using recommendation forms available at the Reference Desk, or from your library liaison. These forms should be filled out with as much information as available and sent to your liaison. Requests can also be emailed by using the "Library Materials Request Form" found on the left hand side of the Library Collections page of the Library's web site. You will be notified when the materials are processed and ready to circulate.

For additional information regarding collection development issues, contact your library liaison.

Copy Services

Photocopiers and microform reader-printers are available on the L1 (main floor) level of the Library. Individual and/or departmental RangerCards may be used for payment. [*Ask your departmental office for more information.*]

Interlibrary Loan

UW System Search

Faculty, staff, and students may borrow books, videos, DVDs and CDs directly from other University of Wisconsin libraries through the UW System Search. This service may be accessed from the Library catalog through the MultiLibrary Search link at the top of the search page. It may also be found under the Interlibrary Loan link on the Library homepage:

(<http://www.uwp.edu/departments/library/services/ill.htm>)

InterLibrary Loan

Faculty, staff, and students can request items not available through the UW System Search by placing an Interlibrary Loan request. Journal articles can also be ordered with a shorter turn around time than Interlibrary Loan. Requests can be made online.

For help concerning borrowing procedures, contact

Tricia Steele, Interlibrary Loan Officer

Phone 595-2595

Email tricia.steele@uwp.edu

Library Instruction

Librarians are prepared to meet with any class to discuss pertinent information sources and effective literature search strategies. For information on scheduling instruction services, contact your department's Library liaison.

Journal Alerting Service

Ingenta, a journal alerting service, is available to faculty and staff. You can receive table of contents of selected research journals through automatic email. For information on setting up an Ingenta account follow the instructions provided on the following link.

<http://www.uwp.edu/departments/library/journals/databases/ingenta.htm>

For assistance setting up an account contact

Qinghua Xu, Electronic Resources Coordinator

Phone 595-2168

Email qinghua.xu@uwp.edu

Check Out Periods

Faculty and staff may borrow books for one semester and periodicals for three days. Fines are not assessed for overdue materials, but faculty and staff are charged for items not returned after appropriate notice is given. Materials may be recalled after four weeks use if requested by another borrower. Items will be recalled immediately if they are needed for reserve. Faculty can renew books up to three times. An ID card must be presented at the time of checkout.

- Audiocassettes, CDs, kits, LPs, and 16mm films circulate for 4 weeks.
- DVDs and videocassettes may be borrowed for 3 days.

Faculty who plan to use audiovisual materials in the classroom may reserve them at the Check Out Desk up to one semester in advance.

Reference

The Reference staff of the UW-Parkside Library assists faculty, staff, and students in locating specific information, in finding materials in various formats and in solving bibliographic problems. You may contact the Reference Librarian on duty at the Reference Desk in the following ways:

By telephone: 595-2360

By email: refdesk@uwp.edu

By Live Chat through the ASK US! button on the Library homepage

<http://www.uwp.edu/departments/library>

In person at the Reference Desk

Reserves

Faculty may place materials on reserve for 2 hours, 24 hours, 3 days or 1 week. Syllabi, lecture notes, tests, periodical articles, book chapters, and some other materials may be placed on electronic reserve. Books, audiovisual materials and other items may be placed on traditional reserve. Complete journal issues may be placed on traditional reserve for one week only. Faculty members are responsible for bibliographic information and/or copyright permission. Materials submitted for class reserve take a minimum of 3 working days to process from the time received.

From the Library home page, faculty can go to the Library Services & Information page and click on Reserves (Information for Instructors) on the left hand side of the page under to find out how to place materials on reserve. For further information about Reserves, contact the Circulation Desk at 595-2238 or

Heather Spencer, Circulation/Processing Assistant or

Marilyn Pinzger, Circulation Supervisor

Phone 595-2166

Email marilyn.pinzger@uwp.edu

Study Carrels

Study carrels for faculty involved in research projects are located on the L2 level of the Library. Contact

Jan Mico, Program Assistant

Phone 595-2356

Email janice.mico@uwp.edu

University Archives and Special Collections

The UW-Parkside Archives and Special Collections is located on the D2 level of the Library. The Archives houses all non-current UW-Parkside records of administrative, legal, financial or historical importance. The Archives operates principally as an administrative and instructional support office and records manager for the campus. Special Collections includes rare books, early printed works, and first, special and limited editions. It houses the Irving Wallace and David Kherdian Collections as well as the Teisberg Playbill Collection. For further information about this area, contact

Archives staff

Phone 595-2411

Staff

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